

TOWN OF ALLENSTOWN
Select Board
16 School Street
Allenstown, New Hampshire 03275
November 23, 2015

Call to Order.

The Allenstown Select Board Meeting for November 23, 2015 was called to order by Mr. Gryval at 6:00p.m.

Roll Call.

Present on the Board: Jeff Gryval, Jason Tardiff, and Kate Walker.

Others Present

Residents of Allenstown:

Others Present: John Jackman, Hoyle, Tanner, & Associates.

Other Public Officials: Larry Anderson, Sewer Commission.

Allenstown Staff: Shaun Mulholland, Town Administrator.

Citizens Comments: N/A

Approve SRF Loan application for the Allenstown Sewer Commission.

Mr. Mulholland stated they had John Jackman here to discuss the application. Mr. Jackman stated a warrant article was submitted to give the town permission to apply for a State Revolving Fund loan. He stated the loan is to be used to establish an Asset Management Program and allows up to \$30,000 to be forgiven. He stated the article passed and the money became available in August. He stated the application has been completed and needs to be signed. He stated once it is signed they will submit it to the state for review and wait for their notification of approval of the loan.

The Chair asked Mr. Mulholland if this would put them at any liability. Mr. Mulholland stated the voters have passed this so they would be acting on what the voters told them to do. He stated if the State denied it then the Sewer Department would have to come up with the rest of the money.

Motion. Mr. Tardiff made a motion to approve the SRF Loan Application for the Allenstown Sewer Commission. Ms. Walker seconded the Motion. There was no additional discussion. A Roll Call Vote was taken: Mr. Gryval –Yes, Mr. Tardiff – Yes, and Ms. Walker - Yes. The Chair declared the Motion passed.

Motion. Mr. Tardiff made a motion to recess at 6:07pm. Ms. Walker seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Gryval –Yes, Mr. Tardiff – Yes, and Ms. Walker - Yes. The Chair declared the Motion passed.

The Chair called the meeting back from recess 6:54pm.

Determine appeal request for merit increase Sgt. Tower.

Motion. Mr. Tardiff made a motion to approve a merit increase for Sgt. Tower to 1.5%. Ms. Walker seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Gryval –Yes, Mr. Tardiff – Yes, and Ms. Walker - Yes. The Chair declared the Motion passed.

Accept OHRV grant from N.H. Fish & Game for the police department.

Mr. Mulholland stated they have seen this before. He stated they would name the Police Chief as the contract signer.

Motion. Mr. Tardiff made a motion to accept the OHRV grant from NH Fish and Game for the police department in the amount of \$1,080 and to authorize Chief Paquette to sign. Ms. Walker seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Gryval –Yes, Mr. Tardiff – Yes, and Ms. Walker - Yes. The Chair declared the Motion passed.

Discuss Strategic Plan initiative.

Mr. Mulholland explained the Strategic Plan Initiative allows them to focus the 2017 budget on the priority items. He stated if the Board continues its plan to manage the tax rate increases it will be more difficult to keep the budget in line. He stated the way to create priorities is to create a Strategic Plan. He stated it would be done in a broad format with the departments doing it at a department level. He stated there would be a committee of people from various boards who would determine what the priorities would be. He stated there would be a citizens group who

would come up with what they think the priorities should be. He stated the BOS would take all the input from the committees to determine what priorities to budget for.

Mr. Mulholland stated the process would start in January. He stated if they are going to commit to doing it then they need to commit to doing it so they don't put all the effort into it and then do nothing with it.

Mr. Tardiff asked if they are taking the top two or three things on the lists from the committees and putting it on the priority list. Mr. Mulholland stated at the end of the day the BOS makes the decision. He asked how they get the voters to understand it if they choose priorities which were lower on the committees' lists. Mr. Mulholland stated they would do it the same as they have always done it. He stated they are going to have a lot of input from a diverse group of people. The Chair stated he still feels the same as last time. He stated he thinks they shouldn't be getting into this right now as they have too many things going on.

Motion. Mr. Gryval made a motion to approve the Strategic Plan Initiative Mr. Mulholland presented to them. Mr. Tardiff seconded the Motion.

Mr. Tardiff asked Mr. Mulholland if he has the time to do this. Mr. Mulholland stated he doesn't see it as having the time to do it. He stated he doesn't know how an organization can go from one year to another without having a direction on where it's going. Mr. Tardiff asked if they should have 100% involvement from all departments. Mr. Mulholland stated they are never going to get it.

A Roll Call Vote was taken: Mr. Gryval –No, Mr. Tardiff – No, and Ms. Walker - Yes. The Chair declared the Motion failed.

Approve Equalization Rate Certificate.

Mr. Mulholland stated the equalization rate is at 94% right now which is in the range allowed. He explained the sale of property has increased higher than what they assessed it for in taxes. He stated if it continues like this and goes outside the ratio they will have to do a revaluation prior to their scheduled 2018 revaluation.

Mr. Mulholland stated the pattern of the economy has been a recession every ten years. He stated the argument should be the value of property should increase. He stated when the value of property goes down, the equalization rate goes up. He stated it would be in their best interest to time the assessments at the right time.

Motion. Mr. Tardiff made a motion to approve the Equalization Rate Certificate. Ms. Walker seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Gryval –Yes, Mr. Tardiff – Yes, and Ms. Walker - Yes. The Chair declared the Motion passed.

Continue discussion of issuing a credit card to the Library Director.

Mr. Mulholland explained the Library had an issue with making a purchase at Best Buy. He stated they had to pay with a check out of their account in which they collect fees and wanted the town to reimburse them. He stated they cannot do it.

Mr. Mulholland stated the Library wants a town credit card because they cannot get one independently. He stated the BOS would have to approve it and it would have to be issued to the Library Director. He stated he recommends it because it makes it easier for them to make purchases. He stated there are also concerns of having the Library Trustees agreeing to the Credit Card Policy.

Ms. Walker asked if they were to give them a credit card would they be required to follow the town policy. Mr. Mulholland stated the Board of Selectmen should hold them accountable and if they violate the policy they would be held liable.

Mr. Tardiff stated they have had other things there were supposed to adhere to which they haven't done in the past. He stated this is a department the town is responsible for but have no control over. Mr. Mulholland stated if they are buying things with the credit card they won't have the issue of the check signatures.

The Chair stated it is their money to spend and by giving them the credit card they have an easier way to spend it. He stated there will also be a paper trail for it. Mr. Tardiff stated they can't tell them how to purchase things. The Chair stated if they violate the credit card policy they can take it back.

Ms. Walker stated she is okay with it as long as there is a limit on the card and they have to abide by the same policies as everyone else in town has to.

The Chair asked Mr. Mulholland what kind of limit he would put on it. Mr. Mulholland stated he would limit it to \$1,000. He stated he can draft an agreement.

Execute license & sub-recipient agreement with the Community Action Program of Belknap-Merrimack Counties, Inc. for utilization of the new community center.

Mr. Mulholland stated this allows the seniors to use the facility. He stated it's the same agreement they have with the Boys and Girls Club.

Motion. Mr. Gryval made a motion to execute license & sub-recipient agreement with the Community Action Program of Belknap-Merrimack Counties, Inc. for utilization of the new community center. Mr. Tardiff seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Gryval –Yes, Mr. Tardiff – Yes, and Ms. Walker - Yes. The Chair declared the Motion passed.

Discuss upcoming NHMA Legislative Policy Process.

Mr. Mulholland stated NHMA will be starting the process in January. He stated if they have legislative policy positions they want as a town they need to write those up and submit them for January.

The Chair asked if any of the department heads had any input. Mr. Mulholland stated they did not.

Mr. Mulholland stated he thinks some sort of bill is going to pass in regards to requiring police detail for traffic control. He stated the town does not require it at this time. He stated he thinks the town has a reasonable ordinance. He stated the NHMA's position is an ordinance like Allenstown is reasonable. He stated the NHMA feels those who have a reasonable ordinance are going to be okay and it should be the governing body deciding the broad criteria for when there needs to be a police detail.

TOWN ADMINISTRATOR'S REPORT.

Raffle Permit Request

Motion. Mr. Tardiff made a motion to approve the raffle permit for the Allenstown Fire Explorers. Mr. Gryval seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Gryval –Yes, Mr. Tardiff – Yes, and Ms. Walker - Yes. The Chair declared the Motion passed.

New Accounts Payable Process

Mr. Mulholland stated the new Accounts Payable process training starts next week.

Employee Surveys

Mr. Mulholland stated he is almost done with the Employee Surveys. He stated he is scheduled to meet with employees of the Fire Department on December 15th to discuss the results. He stated the Chair is going to try to be at all of those if he can.

Proposed Changes to Personnel Policy

Mr. Mulholland stated he is already working on those and has asked the Department Heads for input on it.

Whitten St. property encroachments

Mr. Mulholland stated he needs to know how the BOS wants him to proceed on it. He stated they have a range of options for dealing with the encroachments. He stated they could do nothing but there is a risk associated with it, they could make them move things, they could do a lot line adjustment, give the residents licenses or give them a time frame to remove things off the town property.

The Chair asked Mr. Mulholland what his recommendation is. Mr. Mulholland stated if they allow residents to encroach then they are going to have issues with others doing it. He stated if they give the residents five years to get their things out of there they are being reasonable about it.

The Chair asked about the town's liability for resident's belongings on their property. Mr. Mulholland stated there is a certain amount of risk involved if they know something is on the town's property and something happens.

Mr. Tardiff stated if it is an issue where someone could get hurt they should deal with it right away. He stated with other things likes sheds they could give them some time to remove it. There was further discussion of the different options and finding something which works with the residents.

The Board determined to give the residents five years to remove the items from the town property.

Parks & Recreation Christmas Event

Mr. Mulholland stated the Parks and Recreation Commission will be doing their Christmas Event on December 12, 2015.

SDS Sheets

Mr. Mulholland stated they have to post the Safety Data Sheets in all town buildings for the chemicals in those buildings. The SDS program replaces the MSDS or Material Safety Data Sheets program.

Status report proposed new Community Center facility at the Whitten Street Park.

Mr. Mulholland stated they started digging the whole for the foundation today. He stated the foundation could be done the first week of December. He stated they are going to start the Reynold's Ave work as well.

Status report in regards to the MS 4 Storm Water Project/Permit.

Mr. Mulholland stated he asked about the status of the town outfalls. He stated Hoyle & Tanner told him they would get the report out to them quickly.

The Chair asked Mr. Mulholland about a town administrator being recognized at the NHMA Conference. Mr. Mulholland stated a couple of TAs were recognized and he was recognized for the Russell Marcoux Advocacy Award. He explained Mr. Marcoux was the first recipient of the award and had died three days before receiving the award which is why they named it after him.

The Chair asked what he was recognized for. Mr. Mulholland stated for working with the legislature and advocating for several bills, talking about strategy to get things approved, defects in the SB2 laws and other items. He stated he didn't know he was going to get the award. The Chair congratulated Mr. Mulholland on the award he was given at the NHMA conference.

Ratify Consent Calendar: November 23rd, 2015

Motion. Mr. Tardiff made a motion to ratify the Consent Calendar for November 23, 2015. Ms. Walker seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Gryval –Yes, Mr. Tardiff – Yes, and Ms. Walker - Yes. The Chair declared the Motion passed.

Review Minutes: November 2nd, November 9th

Motion. Mr. Tardiff made a motion to approve the meeting minutes of November 2, 2015. Ms. Walker seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Gryval –Yes, Mr. Tardiff – Yes, and Ms. Walker - Yes. The Chair declared the Motion passed.

Motion. Mr. Tardiff made a motion to approve the meeting minute of November 9, 2015. Ms. Walker seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Gryval –Yes, Mr. Tardiff – Yes, and Ms. Walker - Yes. The Chair declared the Motion passed.

Approve Accounts Payable Manifests:

Motion. Mr. Tardiff made a motion to approve the Accounts Payable Manifest for November 10, 2015 and November 18, 2015. Ms. Walker seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Gryval –Yes, Mr. Tardiff – Yes, and Ms. Walker - Yes. The Chair declared the Motion passed.

Non-Public Session in accordance with the provisions of RSA 91-A:3,II(a)

Motion. Mr. Tardiff made a motion to go into non-public session under RSA 91-A:3,II(a) at 7:42pm. Ms. Walker seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Gryval –Yes, Mr. Tardiff – Yes, and Ms. Walker - Yes. The Chair declared the Motion passed.

Motion. Mr. Tardiff made a motion to go back into public session at 7:54pm. Ms. Walker seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Gryval –Yes, Mr. Tardiff – Yes, and Ms. Walker - Yes. The Chair declared the Motion passed.

Motion. Mr. Tardiff made a motion to seal the previous set of non-public minutes because it may adversely affect a person other than a member of the Board. Ms. Walker seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Gryval –Yes, Mr. Tardiff – Yes, and Ms. Walker - Yes. The Chair declared the Motion passed.

Motion. Mr. Tardiff made a motion to adjourn. Ms. Walker seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Gryval –Yes, Mr. Tardiff – Yes, and Ms. Walker - Yes. The Chair declared the Motion passed.

The Chair declared the meeting adjourned at 7:55 pm.

TOWN OF ALLENSTOWN
SELECTBOARD
PUBLIC MEETING MINUTES

November 23, 2015

Signature Page

Original Approval:	
 JEFFREY GRYVAL, Chair	12/07/2015 DATE
 JASON TARDIFF, Member	12/03/2015 DATE
 KATE WALKER, Member	12/09/2015 DATE

Amendment Approvals:		
Amendment Description:	Approval:	Date:
	JEFFREY GRYVAL, Chair	DATE

	JASON TARDIFF, Member	DATE
	KATE WALKER, Member	DATE

Signature Certificate

 Document Reference: 69WD2UI5H3FDHNF7JEUW7R

RightSignature
Easy Online Document Signing



Kate Walker
Party ID: B9KURZI9F4J2RVF838L4GG
IP Address: 65.175.133.144
VERIFIED EMAIL: kwalker@allentownnh.gov

Electronic Signature:

Multi-Factor
Digital Fingerprint Checksum

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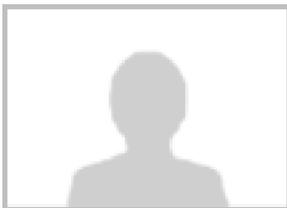


Jason Tardiff
Party ID: 9VS9TZJLW2USIEFPNZ6M48
IP Address: 173.9.43.198
VERIFIED EMAIL: jtardiff@allentownnh.gov

Electronic Signature:

Multi-Factor
Digital Fingerprint Checksum

b43fc67c66b4a72b3e6d3ea0a9f7ec2dec87bbc1



Jeffrey Gryval
Party ID: J6F2C6IKR5K4USY66G45RA
IP Address: 104.129.196.81
VERIFIED EMAIL: jgryval@allentownnh.gov

Electronic Signature:

Multi-Factor
Digital Fingerprint Checksum

8376e1f81a293e3f2a33970cf6abb78e0f631bf4



Timestamp

2015-12-09 09:34:29 -0800
2015-12-09 09:34:29 -0800
2015-12-09 09:34:19 -0800
2015-12-07 10:38:49 -0800
2015-12-07 10:37:35 -0800
2015-12-03 12:22:15 -0800
2015-12-03 12:17:42 -0800

Audit

All parties have signed document. Signed copies sent to: Kate Walker, Jason Tardiff, Jeffrey Gryval, and Shaun Mulholland.
Document signed by Kate Walker (kwalker@allentownnh.gov) with drawn signature. - 65.175.133.144
Document viewed by Kate Walker (kwalker@allentownnh.gov). - 65.175.133.144
Document signed by Jeffrey Gryval (jgryval@allentownnh.gov) with drawn signature. - 104.129.196.86
Document viewed by Jeffrey Gryval (jgryval@allentownnh.gov). - 104.129.196.81
Document signed by Jason Tardiff (jtardiff@allentownnh.gov) with drawn signature. - 173.9.43.198
Document viewed by Jason Tardiff (jtardiff@allentownnh.gov). - 173.9.43.198



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Document created by Shaun Mulholland (smulholland@allentownnh.gov). -

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